



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Energy Assistance Program

Division: Family Support Division

Sub-Section:

TITLE: Assisted Household Reports

CUTOFF:

DESCRIPTION: Statewide system report used for state plan - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8892

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Claims and Restitution Reports

CUTOFF:

DESCRIPTION: CARS verifications

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8889

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: E.A. (Energy Assistance) Monitoring Files

CUTOFF:

DESCRIPTION: Site visits and action plans

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8884

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Energy Assistance Program

Division: Family Support Division

Sub-Section:

TITLE: E.A. Actual Usage Reports

CUTOFF:

DESCRIPTION: Annual system generated and input vendor verification

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8886

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: E.A. Eligibility Statements

CUTOFF:

DESCRIPTION: System generated manual responses for input payments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8885

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: E.A. Weatherization Printouts

CUTOFF:

DESCRIPTION: System generated DNR weatherization reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8887

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Energy Assistance Program

Division: Family Support Division

Sub-Section:

TITLE: Energy Crisis Assistance Program (ECIP) Audit Files

CUTOFF:

DESCRIPTION: Office of Administration Accounting Reviews

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8893

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Lifeline Eligibility Reports

CUTOFF:

DESCRIPTION: Statewide application system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8895

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Outstanding Error Count by County

CUTOFF:

DESCRIPTION: Statewide application System report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8894

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Energy Assistance Program

Division: Family Support Division

Sub-Section:

TITLE: Registered Application Count by County

CUTOFF:

DESCRIPTION: Statewide management system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8896

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Timely Application Reports

CUTOFF:

DESCRIPTION: Statewide application management system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8890

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996
